

Minutes
Nevada State Emergency Response Commission
Third Quarterly Meeting
Nevada Vocational Rehabilitation
NV State Employment, Training, & Rehabilitation Bldg.
1325 Corporate Blvd.
Reno, Nevada

July 13, 2006

Members Present

Richard Brenner, Co-Chair
Carl Byrd
Tom Czehowski
Larry Farr
Stacey Giomi
John Helmreich
Jim O'Brien
Tom Porta
Jim Reagan
Doyle Sutton
Doug Webb

Members Not Present

Susan Crowley
Senator Dennis Nolan
Steve Orr
Frank Siracusa

Staff

Karen Kennard
Bruce Ferrel
Suzanne Adam
Glade Myler

Guests

Miki Allard
Nathan Byrd
Steve Cochrane
Joe Curtis
Chad Hastings
Brent Jones
Craig Nixon
Jeff Page
Harry Raub
Rich Wagner

I. CALL TO ORDER

Richard Brenner, Co-Chairman, called the meeting to order at 11:00 a.m.

II. INTRODUCTIONS

Members, staff, and guests introduced themselves as shown above.

III. APPROVAL OF APRIL 13, 2006 MEETING MINUTES

Jim O'Brien made a motion to approve the minutes of the April 13, 2006 SERC Second Quarterly meeting with the correction to Item V, Section D – the name should be Ed Foulke. Tom Czehowski seconded the motion which was approved unanimously.

IV. PUBLIC COMMENT

No public comment.

V. NEW BUSINESS

A. Local Emergency Planning Committee Updates

Carson City LEPC – Stacey Giomi had nothing to report.

Clark County LEPC – Mr. O'Brien had nothing to report.

Douglas County LEPC – Harry Raub had nothing to report.

Humboldt County LEPC – Steve Cochrane advised Humboldt County LEPC had a drill in June. The drill was executed differently, ensuring every agency had a representative involved in the incident command. The LEPC received positive feedback on the drill.

Lander County LEPC – Carl Byrd advised having the sheriff's department staff complete Lander County LEPC's agendas, postings, meeting minutes is working well. Since the former LEPC Chair moved, Lander County LEPC has been unable to access their plans in the computer, but is remedying this problem.

Lyon County LEPC – Jeff Page advised Lyon County LEPC completed a successful exercise in Mason Valley in June. Lyon County LEPC is getting the hazmat program off the ground this year by working with all hazmat facility reports. Lyon County is facing a growth issue currently due to new businesses.

Nye County LEPC – Brent Jones advised everything is going well with Nye County LEPC. Membership in the LEPC is increasing. Nye County LEPC held another community outreach to make the citizens aware of what is happening in the community.

Pershing County LEPC – Rich Wagner advised the Pershing County LEPC membership is increasing with full attendance at monthly meetings. Pershing County LEPC will have an exercise in August.

Storey County LEPC – Joe Curtis advised Storey County LEPC added a part-time emergency management position, a full-time information technology position and a full-time communications supervisor. Storey County will be moving its communications center to a new facility, within the next year, in the Tri area in the north end of the County. The LEPC has also embarked upon a process to train all city and county elected and appointed officials in the operations of the emergency operations center, ICS concepts and NIMS training. Storey County LEPC had a training exercise with Wal Mart staff. Wal Mart has located their distribution center for food products to Storey County. Wal Mart is interactive with the Storey County LEPC sending three representatives to attend LEPC meetings.

B. U.S. Environmental Protection Agency Update

Ms. Kennard advised Mike Ardito is not present but submitted the EPA newsletter. Most of the information in the newsletter was discussed at the last SERC meeting.

C. U.S. Federal Emergency Management Agency Update

There was no representative present and nothing to report.

D. Occupational Safety and Health Administration Update

Tom Czehowski advised there was nothing to report.

E. Division of Emergency Management

Frank Siracusa was not present and there was nothing to report.

F. Division of Environmental Protection Update

Mr. Porta advised NDEP has filled the two environmental response positions.

G. Nevada State Fire Marshal Update

Chad Hastings stated the position of State Fire Marshal is open and will close July 14, 2006. The stand down for the SFM training has been lifted effective July 1, 2006. The SFM is moving forward with a training agenda.

H. Legislative Committee Report

There has been no meeting and nothing to report.

I. Strategic Planning Committee Report

There has been no meeting and nothing to report.

J. Funding Committee Report

1. Discussion/Review of submission of grant justifications and additional information of fiscal year 2007 United We Stand (UWS) grant applications

Mr. Brenner gave some background information about the United We Stand grant.

Ms. Kennard advised the Funding Committee reviewed the applications and initially made some contingencies. One of the major contingencies was to submit a justification as to the agency's use of funds in supporting preparedness to combat terrorism. The Funding Committee reviewed the justifications prior to this meeting and reported justifications from all LEPCs had been received with the exception of the Douglas County LEPC.

2. *Discussion/Review/Action and possible approval of fiscal year 2007 UWS grant processes, policies and procedures and grant applications to the SERC from LEPCs and State agencies. Approximately \$550,000 will be considered for award based on applications submitted by LEPCs and State agencies

Mr. Brenner discussed some of the challenges faced reviewing the UWS grant applications.

Ms. Kennard stated Section V, Item O on this agenda might be considered at this time. Glade Myler, Senior Deputy A.G., stated technically Item O calls for a legal interpretation that he does not know if SERC can make. If needed, the SERC would have to request a legal opinion.

Mr. O'Brien made a motion to void the UWS grant process, direct SERC staff and the Policy Committee to address appropriate policies and procedures for the application and awarding of those grants at a future date, and not consider any of these applications at this time. John Helmreich seconded the motion for discussion purposes. A discussion ensued.

Commissioners expressed concerns about the discrepancies in the requirements of the LEPCs versus those of the State agencies; and funds are accumulating and need to be utilized/distributed. Mr. Myler asked if the SERC feels this is the area it should be going because it is somewhat out of the realm of what SERC was put in place for. He suggested the SERC consider approaching the Legislators and advising them SERC does not want this responsibility.

Ms. Kennard advised there is a policy in place dealing with the UWS grant applications.

Mr. Nixon, Mineral County LEPC Chair, stated the LEPCs have invested considerable amounts of time in preparing the UWS grant applications and for the SERC to consider not accepting the grant applications would be discouraging for the LEPCs. Mr. Page, Lyon County LEPC Chair, agreed with Mr. Nixon and added this is the only opportunity for local and rural governments to see the benefit of grant dollars. He implored the SERC to continue with the process. Mr. Curtis, Storey County LEPC Chair, urged the SERC to maintain control of the UWS grant dollars. Mr. Curtis stated if the UWS granting went to another agency, the LEPCs would not see those dollars again.

The members were polled for the motion on the floor resulting in one yes vote from Jim O'Brien and nine no votes from Carl Byrd, Tom Czehowski, Larry Farr, Stacey Giomi, John Helmreich, Tom Porta, Jim Reagan, Doyle Sutton, Doug Webb. Richard Brenner abstained. The noes have it, and the motion is lost.

Ms. Kennard advised the UWS license plate funding has yielded \$608,000 with interest for the last quarter not having been posted. With the \$50,000 HazMat Explo line item, \$558,000 is available for granting. The initial requests were made in the amount of \$617,000. The Funding Committee recommendation totals approximately \$523,000.

Larry Farr recommended the agencies making presentations be reviewed first.

Douglas County LEPC – Ms. Kennard advised the Funding Committee recommended denial of Douglas County LEPC's UWS grant application based on noncompliance with a contingency to submit a justification as to use of the funds for combating terrorism.

Mr. Raub of Douglas County addressed the Commission advising he did send an email with the justification to SERC staff. A discussion ensued.

Mr. Giomi made a motion to approve Douglas County LEPC's grant application contingent upon Douglas County LEPC supplying proof the justification was emailed to the SERC office by the deadline of July 6, 2006. Mr. Czehowski seconded the motion. A vote was taken for the motion on the floor resulting in nine yes votes and two no votes. The ayes have it, and the motion is carried.

Humboldt County LEPC – Ms. Kennard advised the Funding Committee

recommended approval of Humboldt County LEPC's grant application less the amount of \$6,006 for the level A suits stating the plan designates them as operations level and level A suits are technician level equipment.

Mr. Cochrane of the Humboldt County LEPC addressed the Commission.

Mr. Czehowski made a motion the SERC approve the amount recommended by the Funding Committee. Mr. Sutton seconded the motion. A discussion ensued. A vote was taken for the motion on the floor resulting in three yes votes and seven no votes. The noes have it, and the motion is lost.

Mr. Giomi made a motion the SERC fund Humboldt County LEPC's grant application in the amount of \$30,000 restoring the \$6006. Mr. Porta seconded the motion. A vote was taken for the motion on the floor resulting in seven yes votes and four no votes. The ayes have it, and the motion is carried.

Nye County LEPC – Ms. Kennard advised the Funding Committee recommended denying Nye County LEPC's grant application due to lack of an updated plan. Nye County LEPC is still not in compliance because of the quarterly meeting and cannot be in compliance with the quarterly meeting requirement until October 2006.

Mr. Jones of Nye County LEPC addressed the Commission. A discussion ensued.

Mr. Farr made a motion the SERC approve Nye County LEPC's grant application contingent upon submission of their hazardous materials emergency response plan to the SERC staff by August 1, 2006.

Mr. Helmreich seconded the motion. A discussion ensued. Mr. Myler addressed the Commission Co-Chairman requesting the Co-Chairman ask for a motion to close the SERC meeting and have an attorney/client consultation.

Mr. O'Brien made a motion to table the motion pending the reopening of the SERC meeting after the closed session. Mr. Webb seconded the motion.

Mr. Giomi made a motion the Commission recess for legal counseling per Chapter 241. Mr. O'Brien seconded the motion which was approved unanimously.

The Commission adjourned for closed attorney/client consultation at 12:34 p.m.

Mr. Giomi made a motion to reopen the SERC meeting. Mr. Byrd seconded the motion.

The Commission resumed with the SERC meeting at 12:45 p.m.

Mr. Brenner advised the Commission voted to reopen the SERC meeting. A vote was taken for the motion on the floor resulting in five no votes, four yes votes, one abstention, and Mr. Sutton was absent. The noes have it, and the motion is lost.

Mr. Giomi made a motion SERC approve Nye County LEPC's grant application contingent upon submitting a hazmat materials emergency

response plan by August 1, 2006, then coming into compliance with the quarterly meeting requirement. Mr. Helmreich seconded the motion. A vote was taken for the motion on the floor resulting in seven yes votes, two no votes and one abstention. The ayes have it, and the motion is carried.

Clark County LEPC – Mr. O'Brien made a motion to table discussion of Clark County's grant application until the next SERC meeting in October 2006.

Ms. Kennard advised the Funding Committee could not vote to make a recommendation on Clark County LEPC's grant application due to lack of a quorum.

Carson City LEPC – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

Churchill County LEPC - Ms. Kennard advised there was a recommendation by the Funding Committee to deny the grant application due to non-compliance.

Esmeralda County LEPC – Ms. Kennard advised there was a recommendation to award as requested with minor changes of money amounts. Esmeralda County LEPC is requesting additional staff attend training and an increase in the number of jackets to be purchased.

Lyon County LEPC – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

Storey County LEPC – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

Washoe County LEPC – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

White Pine County LEPC – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

State Agencies

Welfare Department – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

State Library and Archives – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

Dept. of Conservation – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

UNLV – Ms. Kennard advised the Funding Committee recommended approval of the grant application contingent upon receipt of three equipment quotes.

Taxicab Authority – Ms. Kennard advised the Funding Committee recommended approval of the grant application.

Transportation Services Authority (TSA) – The Funding Committee recommended denial of the TSA's grant application due to the stated amount of \$30,000 being allowed for each department. TSA and the Taxicab Authority are both under the Dept. of Business and Industry.

Revisited

Clark County LEPC – Ms. Kennard stated SERC staff has not received meeting minutes from Clark County LEPC's meeting. The staff did receive a transcript of Clark County LEPC's meeting which stated the LEPC requested two hazmat trailers. However, in the grant application equipment and supplies were requested, not the hazmat trailers. Mr. O'Brien addressed the Commission.

Mr. Giomi made a motion to approve Clark County LEPC's grant application contingent upon submission of draft LEPC meeting minutes approving the grant application. Mr. Reagan seconded the motion. A discussion ensued. Mr. Giomi withdrew his motion.

Mr. Helmreich made a motion to approve Clark County LEPC's grant application contingent upon submittal of draft LEPC meeting minutes indicating the LEPC approved the grant application. Mr. Farr seconded the motion which was approved unanimously. Mr. O'Brien is a member of the Clark County LEPC and abstained from voting.

Churchill County LEPC – Mr. Giomi made a motion to approve Churchill County LEPC's grant application contingent upon compliance by August 1, 2006. Mr. Porta seconded the motion. A vote was taken for the motion on the floor resulting in nine yes votes and one no vote. The ayes have it, and the motion is carried.

Mr. Farr made a motion to approve the remaining county LEPCs and State agencies grant applications. Mr. Giomi seconded the motion. A vote was taken for the motion on the floor resulting in nine yes votes and one no vote. The ayes have it, and the motion is carried.

Meeting recessed to move to another conference room at 1:00 p.m.

Meeting reconvened at 1:10 p.m.

3. ***Discussion/Review/Action of obligation of remaining Hazardous Materials Emergency Preparedness (HMEP) grant funds in the approximate amount of \$23,867.53 to include, but not limited to, attendance to HazMat Expo¹⁰ and to produce copies of Fire Pal discs for disbursement by local fire departments**

Ms. Kennard advised these are funds remaining in HMEP training category this year.

Mr. Giomi made a motion to approve obligation of remaining HMEP money in planning or training to HazMat Expo¹⁰ first, and any remaining funds are to be spent on producing copies of Fire Pal discs. Mr. Byrd seconded the motion which was approved unanimously.

4. ***Discussion/Review/Action regarding FY07 SERC grants awarded to Pershing and Nye County LEPCs. Pershing and Nye County LEPCs remain out of compliance as they did not meet the contingency by submitted updated hazardous materials emergency response plans within 45 days (April 17) of notifications**

Ms. Kennard advised there was no recommendation by the Funding Committee regarding Pershing and Nye County LEPC's contingencies placed on their FY07 SERC grants. Contingencies were placed on these counties at the April 13, 2006 SERC meeting stating these LEPCs need to be compliant with their hazmat plans by April 17, 2006. Pershing County LEPC submitted their plan April 24, 2006, and as of this date, Nye County LEPC has not submitted a plan.

Mr. Wagner of Pershing County LEPC addressed the Commission.

Mr. Farr made a motion to de-obligate Pershing and Nye County LEPCs' 2007 SERC grant awards. Mr. Webb seconded the motion. A discussion ensued. A vote was taken for the motion on the floor resulting in eight yes votes and two no votes. The ayes have it, and the motion is carried.

5. *Discussion/Review/Action regarding FY07 SERC grant awarded to Lander LEPC. Lander LEPC remains out of compliance as they did not meet the contingency by submitting State Fire Marshal's denial of training request, associated details of training, included quotes and/or contracts

Ms. Kennard advised the FY07 SERC grant was awarded on certain contingencies. These contingencies have not been met. Mr. Byrd addressed the Commission. A discussion ensued.

Mr. Farr made a motion to approve the \$1,600.81 training portion of Lander County LEPC's grant contingent upon compliance of submission of the State Fire Marshal's denial of training request, and receiving associated details of training including quotes and/or contracts by August 15, 2006. Mr. O'Brien seconded the motion which was approved unanimously. Mr. Byrd is a member of the Lander County LEPC and abstained from voting.

K. Bylaws Committee Report

1. Discussion of LEPC membership lists and recommendations of revisions to LEPCS

Mr. Farr advised the Committee had SERC staff send letters requesting LEPCs to supply reasons why certain membership categories were not filled.

Ms. Kennard stated EPCRA provides for anyone to petition the SERC to change the 13 categories. The LEPCs have until September 1, 2006 to provide the Committee with the information and/or petitions. The Committee will review submission and make recommendations to the SERC.

2. Discussion of LEPC bylaws and recommendations of revisions to LEPCs

The Committee reviewed the LEPCs bylaws to ensure there is no conflict with the EPCRA, the SERC bylaws, NRS and NAC. The Bylaws Committee recommended minor changes for Churchill, Esmeralda, and Pershing County LEPCs. The Committee recommendations have been sent to these counties.

3. Discussion for approval of revised SERC bylaws

Mr. Farr stated there were revisions to the SERC bylaws in the packet. According to the SERC bylaws as they currently stand, no action can be taken on them at this meeting. This item will be agendaized for action at the next SERC meeting.

L. Information Technology Committee Report

Mr. Brenner advised the Committee has not had a meeting.

M. Policy Committee Report

1. *Discussion/Review/Action on revision to SERC Policy 8.1, "Review of Annual Hazardous Materials Response Plan and Exercise Report form, regarding submission of minutes and written notice of review of emergency response plan"

Mr. Kennard advised this Policy is redundant in requiring both meeting minutes and a separate notice from the LEPC Chair in regards to their review and approval of the hazmat plan.

Mr. Farr made a motion to approve the recommended revision to Policy 8.1 as presented. Mr. Czehowski seconded the motion which was approved unanimously.

2. *Discussion/Review/Action on revision to SERC Policy 8.2a, "License Plate Funding Grant Application, Grant Awards," regarding the requirement to submit training requests to the State Fire Marshal

Ms. Kennard advised the original policy states all training would go through the State Fire Marshal's (SFM) office. However, the SFM is not the appropriate agency for terrorism or homeland security training. Mr. O'Brien stated the reason for this revision is because the Division of Emergency Management (DEM) is the state agency for homeland security related training for preparedness for supporting combating terrorism.

Ms. Kennard stated at the Policy Committee meeting, Mr. O'Brien made a telephone call to Frank Siracusa of DEM and confirmed it would be appropriate for training requests to go through DEM. All training requested through UWS funding would go through DEM first and either be denied or approved. If denied, the request can come through the SERC.

Mr. Giomi made a motion to accept the recommendation of revision to Policy 8.2a. Mr. Reagan seconded the motion which was approved unanimously.

3. *Discussion/Review/Action on revision to SERC Policy 8.2a, "License Plate Funding Grant Application, Grant Awards" to include grant application evaluation factors

Ms. Kennard stated the Policy Committee discussed adding the evaluation factors and decided to table this item indefinitely. No action was taken.

4. *Discussion/Review/Action on revision to SERC Policy 8.5, "Funding of Grants", to require quarterly financial reports

Ms. Kennard advised Policy 8.5 had already been discussed by the Policy Committee and the SERC in regards to the quarterly reporting for

expenditures. Current policy states quarterly financial reports must be submitted within 30 days of expenditure. The NAC needed to be changed before the Committee could change policy. The NAC has been changed to require quarterly reporting not later than 30 days after the last day of the quarter.

Mr. Farr made a motion to approve the recommended revision presented for Policy 8.5. Mr. Helmreich seconded the motion which was approved unanimously.

5. *Discussion/Review/Action on development of policy requiring SERC grant funded radio purchases to be compliant with Nevada Communication Interoperability Plan

Mr. O'Brien stated there is a state law in place requiring when agencies acquire radio equipment they be in conformance with the Nevada Communication Interoperability Plan. The Committee debated whether they need to develop a policy when there was already a state law. A discussion ensued. The Commission decided this item needed to be placed on the Policy Committee's next agenda for possible changes to policy and grant applications.

6. *Discussion/Review/Action on development of policy regarding SERC grant funded purchases of satellite phones and fee for monthly service

Mr. O'Brien stated the Committee is requesting the SERC's opinion as to whether the Policy Committee needs to write a policy on satellite phones. Ms. Kennard advised the Committee also discussed service/maintenance and monthly fees to be paid for by the LEPCs, which could be paid out of operations grant funds. A discussion ensued. Policy will be developed by the Policy Committee.

7. *Discussion/Review/Action regarding enforcement of compliance deadlines applicable to LEPCs

Mr. O'Brien stated SERC needs to make it clear about the noncompliance of deadlines applying to the LEPCs. Ms. Kennard advised the reason this item is on the agenda is to hold to these dates and to change the precedence that has been set by notification to everyone that SERC is no longer going to allow contingencies on missed deadlines, except when there are extenuating circumstances. A discussion ensued. The Policy Committee will review deadlines stated in policies.

N. *Discussion/Action regarding documentation submitted by Lyon LEPC to appeal the decisions of the SERC to deny the fiscal year 2007 SERC grant application due to late submission and to deny the mid-cycle HMEP grant request for ineligible equipment items

Ms. Kennard gave an overview of the chronology of events leading to the Lyon County LEPC's appeal. Lyon County LEPC stated they did not receive the FY07 SERC grant application kit.

Mr. Page of the Lyon County LEPC addressed the Commission. Mr. Page withdrew the appeal relating to the mid-cycle HMEP grant request. A discussion ensued.

Mr. O'Brien made a motion to uphold the previous decision to deny Lyon County LEPC's 2007 SERC grant application, due to late submission. Mr. Czehowski seconded the motion which was approved unanimously.

O. *Discussion/Action regarding reasonable interpretation of NRS 459.735, UWS funds used to "support preparedness to combat terrorism" to include prevention, mitigation, response and recovery

Mr. O'Brien recommended the Policy Committee work with legal counsel to devise a reasonable interpretation of NRS 459.735. No action was taken.

P. Executive Director Report

1. Update on hazardous materials database application

Ms. Kennard advised the database contract has been approved and signed. Project management meetings are occurring and the vendor anticipates having customization, conversion, installation and testing completed by November 15, 2006. The training will be an issue. Ms. Kennard has some time set aside at Hazmat Explo and might have an overview training for the industry and separately for responders. Database hardware has been purchased.

2. Update on Nevada Administrative Codes (NACs)

The NACs were approved by the Legislative Commission on June 1, 2006.

3. Update on submission of Bill Draft Request (BDR)

The bill draft approved by the SERC was submitted through the Legislative Transportation Homeland Security Committee, which is the committee that Senator Nolan chairs. Senator Nolan would rather introduce the BDR in committee instead of him introducing it.

The State Fire Marshal's office is also submitting a BDR which does not change any of the money handling. The \$60 surcharge is collected, deposited to SERC and legislatively approved back to the SFM. The BDR also would provide for this surcharge to support all hazards training as opposed to hazmat training, which is what the NRS currently states. The money would still be transferring back and forth.

SERC's BDR would take the \$60 surcharge and keep it, and the SERC would manage a training program, whether that be contracting back to the Fire Marshal's office, or contracting a third party. By doing this, SERC can ensure the money is being used to the best benefit and quality training is being provided.

4. Update of FY06 budget

The State fiscal year has ended and SERC staff is in the process of closing the budget. The SERC fees collected during FY06 totaled \$440,000.

Expenditures on grants and HMEP match to date are \$289,000 with approximately \$150,000 obligated, which totals to \$439,000. The \$60 surcharge totaled \$300,000 and with the \$200,000 balanced forward last year, there is \$500,000. The SFM spent \$152,000 of the \$500,000.

Ms. Kennard provided an update on fees SERC awarded for operations for the SERC office move and hiring Suzanne Adam, who was at a higher pay

grade than Cheryl Folkers. SERC awarded \$3,000 for rent. SERC staff has used highway funds from other categories that were not spent. Staff has not used any of the \$3,000 but may need approximately \$700 for expenditures in FY07 for the new office. SERC awarded \$5,000 for furniture and operations – \$3,410 was expended in FY06. A conversion to a T-1 line was needed as the DSL was not working. This may result in additional expenses in FY07. SERC awarded \$4,500 for increased salary, which has not been used due to the salary savings from having the position vacant for awhile. A majority of \$4,500 will be expended for salaries in FY07.

5. Update on Illinois lawsuit, Ryan vs. Trepanier

The Illinois lawsuit continues and is in settlement conference.

Ms. Kennard stated Mr. Ferrel has a suggestion when sending the grant application notice to LEPCs. SERC staff will post grant applications in a word document onto the website and send a letter to LEPCs, advising they can retrieve the application kit from the website. The Commission recommended SERC staff email notifications to the LEPCs, and get a written or electronic confirmation from the LEPCs advising SERC staff they have received the letter. If there is no response from the LEPC, SERC staff will send the letter by certified mail.

Ms. Kennard advised the next SERC meeting is October 12, 2006 in Las Vegas.

VI. ADJOURNMENT

Mr. Reagan made a motion to adjourn at 2:37 p.m.